

## Completing Your FY08 Civil Rights Training

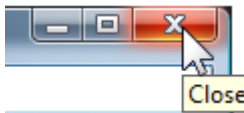
This **Read Me First** document will provide all the procedural steps to check your PC and complete your USDA Civil Rights FY08 training.

Step	Activity	View
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1. Click the **Print** icon to print a copy of these instructions.



2. Close the job aid window.



3. Click **Return to Content Structure**.



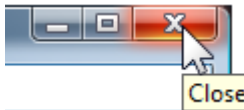
4. The next section becomes available to you. Click **AgLearn System Check Tool**.
- Note:** The AgLearn System Check Tool will test your computer settings to ensure they are appropriately set to launch the course.



5. The system may take a few seconds to respond as it completes testing. When done, a table appears. Each test run is indicated in the left column with results indicated on the right.
- Important!** If any of the tests fail, contact your local pc support staff to make the required configuration changes before proceeding.

Computer Requirements: The browser characteristics required for use with the learning delivery system:	Current Computer Settings: The following table is an indication of compatibility -- <b>green</b> cells indicate OK - <b>red</b> indicates a problem, <b>yellow</b> a possible problem. If your browser is indicated as having a problem please correct the problem and retry test before attempting supplied lessons.
Target platform must be Win32; (Windows 95,98,NT, 2000 or XP) **Please contact your Agency's IT Support for help if your result is red.	Win32
Browser must be Internet Explorer 6.0 or Netscape 6.2 or later **Please contact your Agency's IT Support for help if your result is red.	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.0; SLCC1; NET CLR 2.0.50727; NET CLR 3.0.04506; NET CLR 1.1.4322)
Java must be enabled	Yes
Popups must be enabled	Yes
Javascript must be enabled	Yes
Cookies must be enabled	Yes
Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)	1280 x 800
Color depth must be 16 bit or greater	32
Java VM must be Sun's 1.5.0_06 or newer and Javascriptable! Other versions of Sun's Java VM may work but are unverified. **Please contact your Agency's IT Support for help if your result is red.	Sun Microsystems Inc. Version: 1.6.0-0em

6. Close the System Check tool window.



7. Click the **Learning** tab.



8. Click the **Launch Content** button corresponding to your Civil Rights: Reasonable Accommodation Training 2007 course.

► Civil Rights: Reasonable Accommodation Training 2007	Available	Launch content
► Civil Rights: Recognizing and Preventing Reprisal 2007	Available	Launch content

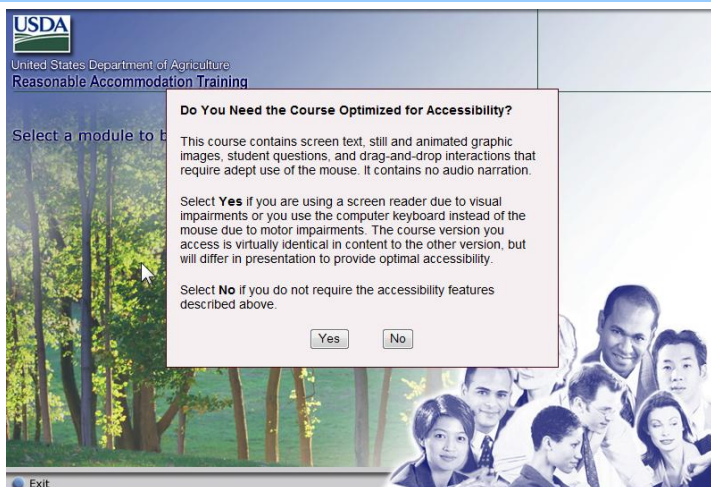
## Completing Your FY08 Civil Rights Training

9. In the Online Content Structure screen, click the **Reasonable Accommodation** link.



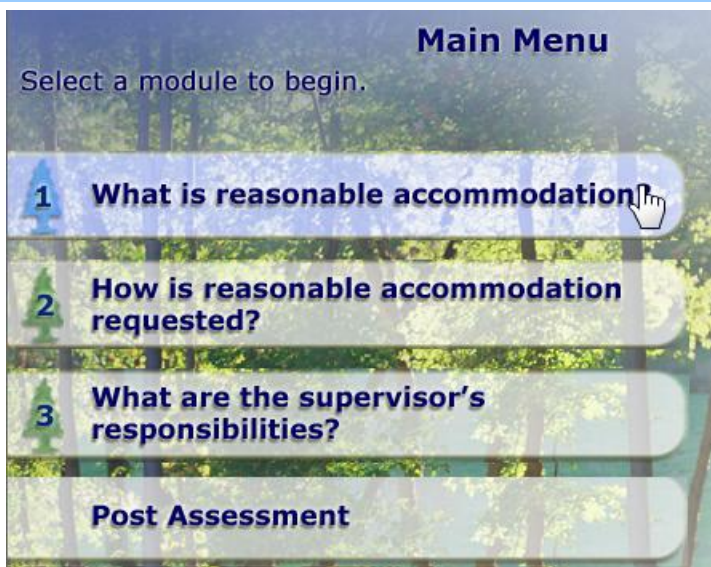
10. You will be prompted to select an answer regarding accessibility. Click **Yes** if you are using a screen reader due to visual impairments or you use the computer keyboard instead of the mouse due to motor impairments. Click **No** if you do not require the accessibility features

**Note:** The course version you access is virtually identical in content to the other version, but will differ in presentation to provide optimal accessibility.



11. Click the first module to begin the course.

**Note:** The modules can be completed in any order, however all modules should be reviewed to record a successful completion.



12. Read each screen, and then click the Next arrow to proceed to the next page.

**Note:** The first topic in Module 1 explains course navigation. It's a good idea to begin here.



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13. Throughout the course, you will see Self-Check Questions. Answer the question, then click **Done** to receive feedback and continue.

**Self-Check Question**

Now you will check what you have learned. By the way, self-check questions will appear frequently in the course to give you practice. You know what they say: Use it or lose it!

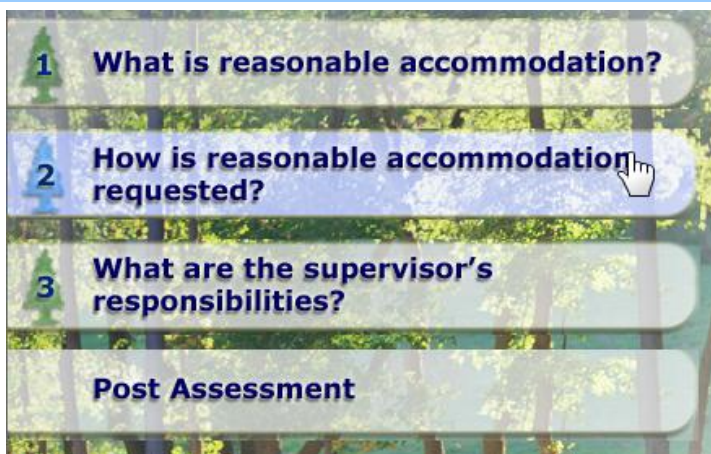
Mark the following statements as fact (true) or fiction (false), and then select **DONE**.

Fact	Fiction	
<input type="radio"/>	<input type="radio"/>	A contractor with a disability is eligible for a reasonable accommodation.
<input type="radio"/>	<input checked="" type="radio"/>	An employee who is economically underprivileged is eligible for a reasonable accommodation.
<input type="radio"/>	<input checked="" type="radio"/>	A reasonable accommodation might include modifying a desk for a person who is left-handed.
<input checked="" type="radio"/>	<input type="radio"/>	A reasonable accommodation might include providing assistance in filling out a job application to a person with a visual disability.

**DONE**

Main Menu Exit Answer the question, and then select the Next arrow to continue.

14. As you complete each module, you'll return to the Main Menu. Select another module to continue the course.



15. When you complete topic 3 of Module 3, you will see a screen notifying you that you have completed the course. You must, however, continue on to the Post Assessment to verify you have mastered the course. Click the **Next Arrow** to return to the Main Menu.

**MODULE 3: What are the Supervisor's Responsibilities?** Page 13 of 13

**TOPIC 3: Process Responsibilities**

**Module Conclusion**

Congratulations! You have finished Module 3 and completed the course.

Reflect on what you have learned in this module and consider whether you can answer the following questions:

- What should a supervisor do after receiving a request for reasonable accommodation?
- What is the role of the supervisor in the interactive process for selecting an accommodation?
- What are the responsibilities of the supervisor in the following areas: recordkeeping, confidentiality, and regulatory timeline?

If you can answer these questions, then you have absorbed the information in this module. Select the Exit button at the bottom of the screen to leave the course. Or, select Next to return to the Main Menu and choose any module.

Thank you for your participation!

Main Menu Exit Select the Next arrow to continue.

16. Click **Post Assessment**.





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17. The introductory screen identifies that you will need a score of 70% or better to master the course successfully. You can review the modules and retake the assessment as often as necessary. Click **Start**.

### Post Assessment

This Post Assessment, consisting of 10 questions, will help you evaluate your understanding of reasonable accommodation. This assessment will take you approximately 10 minutes. The questions are divided into multiple-choice questions with a single answer, True/False questions, and 'drag and drop' type questions i.e. using the mouse to drag an item from one location on the screen to another location. These questions will be presented in a random order. You will get two tries to answer each question.

There is a course completion certificate available at the end of this Post Assessment. In order to print this certificate, you will have to score at least 70% (equivalent to 7 correct answers) on the assessment. If you score less than 70%, you will not be able to print the course completion certificate. You can then review the modules and take the Post Assessment again.

You must complete the assessment in one sitting. If you close the assessment without completing it, you will have to start over.

Are you ready for the test? Then click **Start** to continue!

**Start**

18. Answer each question, then click Done to receive your feedback. You must achieve a score of 70% or higher to pass the post assessment successfully.

### MODULE 4: Assessment

Assessment Page

#### Question 3 of 10

An employee has been out of work for six months with a workers' compensation injury. The employee's doctor sends USDA a letter, stating that the employee is released to return to work, but with certain work restrictions. The letter also explains that these restrictions will involve the agency making modifications to the employee's working desk height and addition of certain assistive technology equipment.

Based on the above scenario, decide if the following statement is true or false: The letter from the doctor constitutes a request for reasonable accommodation.

- ☐ A. True  
☐ B. False

**Done**

19. If you complete the post assessment with a score of 70% or higher, you will be presented with a screen to print a certificate. **Important!** Please note that while we provide instructions here to print this certificate, it is **NOT** the official AgLearn certificate. If you wish, you can skip to step 21 to reach the Main Menu and exit the course to print the official certificate.

### MODULE 4: Assessment

Assessment Page

#### The End!

Congratulations! You have passed the Post Assessment. After typing your name in the text field below, click the **Print Certificate** button to print the certificate.

Kathy Fallow

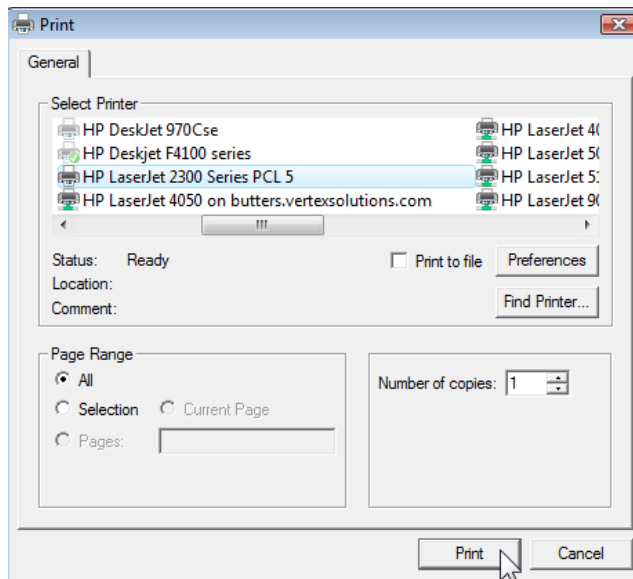


[Main Menu](#) [Exit](#)

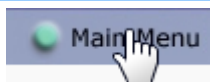
Select the Main Menu button to continue.

## Completing Your FY08 Civil Rights Training

20. Select the printer to receive your course certificate and click **Print**.



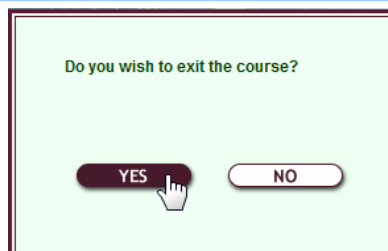
21. Once your certificate has printed, click the **Main Menu** button.



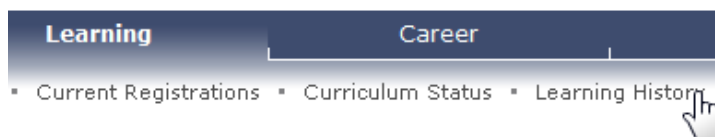
22. Click **Exit**.



23. Click **Yes** to exit the course.



24. To print your AgLearn Completion Certificate, click the **Learning** tab, and then click **Learning History**.



25. Locate your recently completed course and click the corresponding **Print Completion Certificate**.

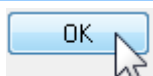
Learning History			
Title	Completion Date	Status	Action
Civil Rights: Reasonable Accommodation Training 2007	10/31/2007 03:05 PM EST	Web Based Complete	<a href="#">Review Online Structure</a> <a href="#">Print Completion Certificate</a>

## Completing Your FY08 Civil Rights Training

26. Wait a few seconds for your certificate to appear, then click the **Print** button to send your certificate to the printer.

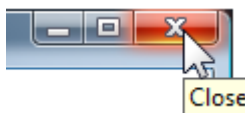


27. Select a printer if necessary, then click **OK** to print the certificate.

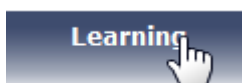


28. Close the certificate window.

**Note:** At this point, you can logout of AgLearn and return another day to complete the second course. When you return to AgLearn, you can continue with the next step.



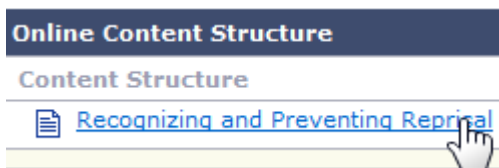
29. Click the **Learning** tab.



30. Click the **Launch Content** button corresponding to your Civil Rights: Recognizing and Preventing Reprisal 2007 course.



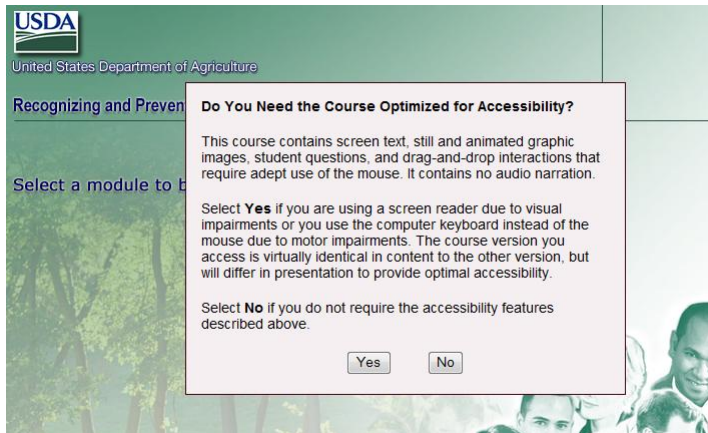
31. In the Online Content Structure screen, click the **Recognizing and Preventing Reprisal** link.



## Completing Your FY08 Civil Rights Training

32. You will be prompted to select an answer regarding accessibility. Click **Yes** if you are using a screen reader due to visual impairments or you use the computer keyboard instead of the mouse due to motor impairments. Click **No** if you do not require the accessibility features

**Note:** The course version you access is virtually identical in content to the other version, but will differ in presentation to provide optimal accessibility.



33. Click the first module to begin the course.

**Note:** The modules can be completed in any order, however all modules should be reviewed to record a successful completion.

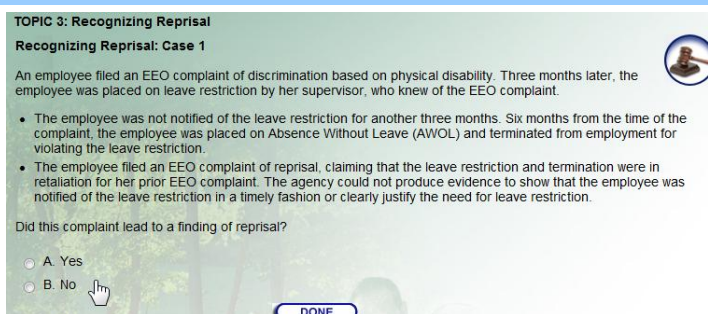


34. Read each screen, and then click the Next arrow to proceed to the next page.

**Note:** The first topic in Module 1 explains course navigation. It's a good idea to begin here.



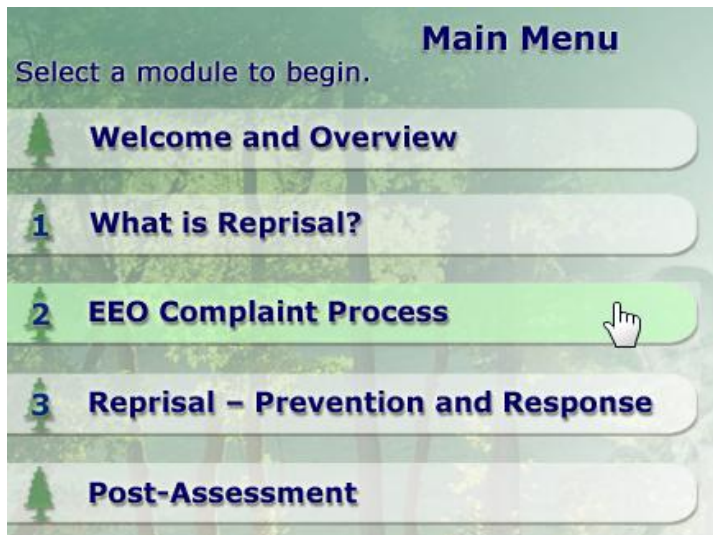
35. Throughout the course, you will see Self-Check Questions. Answer the question, then click **Done** to receive feedback and continue.



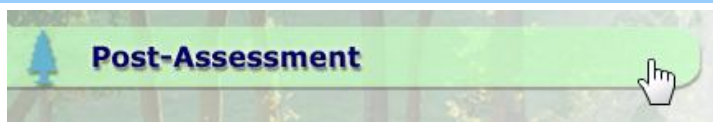


## Completing Your FY08 Civil Rights Training

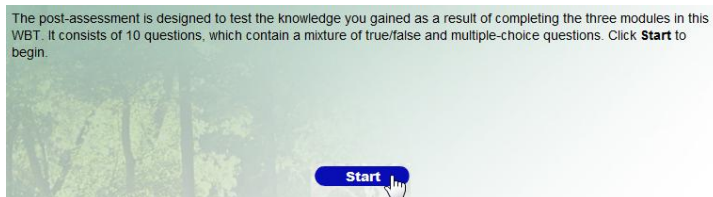
36. As you complete each module, you'll return to the Main Menu. Select another module to continue the course.



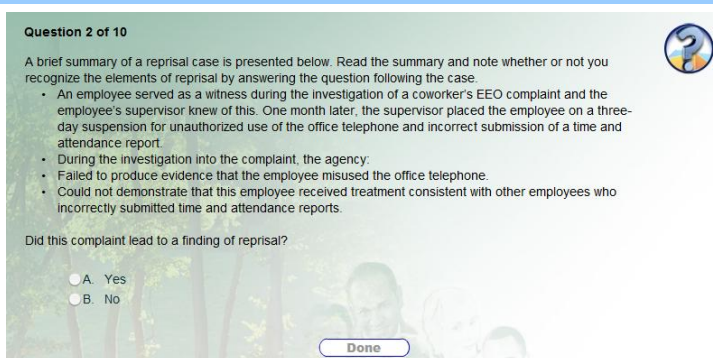
37. At the end of Module 3, you will be returned to the main menu. You have now completed the content for this course. You must, however, continue on to the Post Assessment to verify you have mastered the course. Click **Post-Assessment**.



38. The introductory screen identifies that the assessment contains 10 questions. Click **Start**.



39. Answer each question, then click Done to receive your feedback. You must achieve a score of 70% or higher to pass the post assessment successfully.

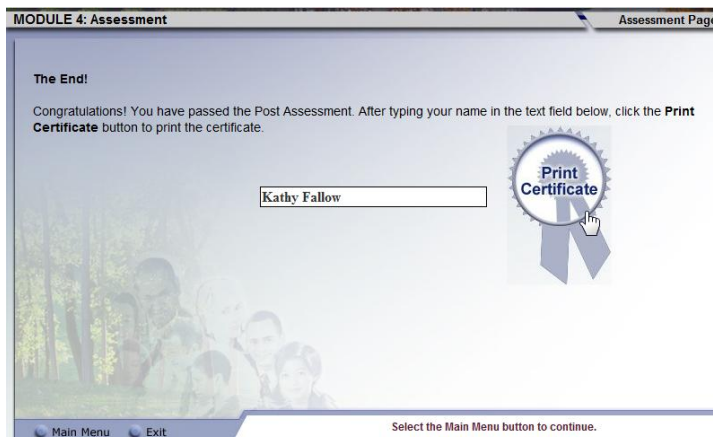




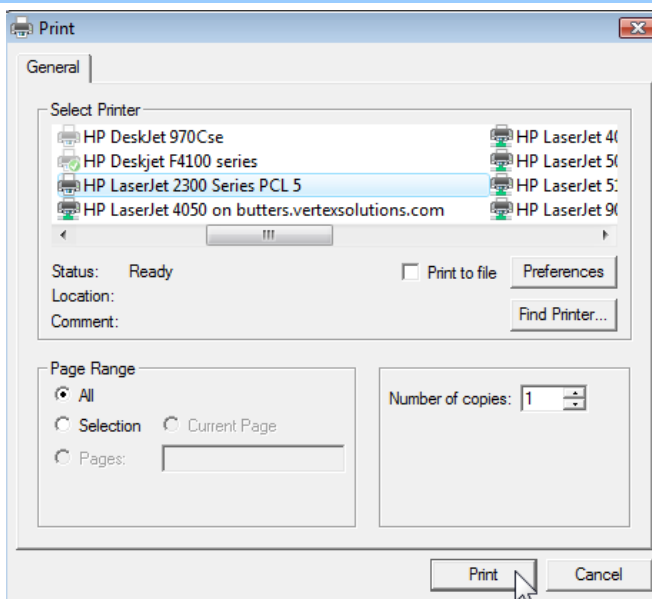
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40. If you complete the post assessment with a score of 70% or higher, you will be presented with a screen to print a certificate.

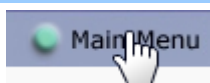
**Important!** Please note that while we provide instructions here to print this certificate, it is **NOT** the official AgLearn certificate. If you wish, you can skip to step 42 to reach the Main Menu and exit the course to print the official certificate.



41. Select the printer to receive your course certificate and click **Print**.



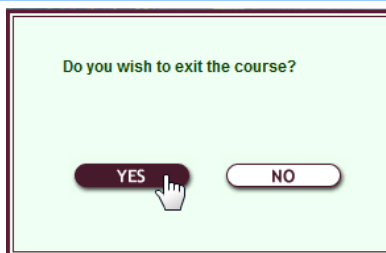
42. Once your certificate has printed, click the **Main Menu** button.



43. Click **Exit**.

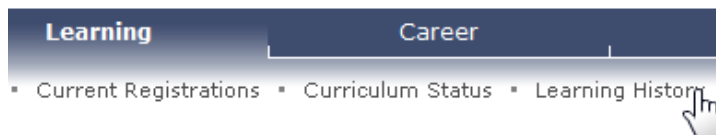


44. Click **Yes** to exit the course.



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45. To print your AgLearn Completion Certificate, click the **Learning** tab, and then click **Learning History**.



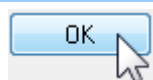
46. Locate your recently completed course and click the corresponding **Print Completion Certificate**.

Learning History			
Title	Completion Date	Status	Action
Civil Rights: Recognizing and Preventing Reprisal 2007	10/31/2007 04:59 PM EST	Web Based Complete	<a href="#">Review Online Structure</a> <a href="#">Print Completion Certificate</a>

47. Wait a few seconds for your certificate to appear, and then click the **Print** button to send your certificate to the printer.



48. Select a printer if necessary, then click **OK** to print the certificate.



49. Close the certificate window.




50. To verify that you have completed all of your requirements, click the **Learning** tab.



51. Click **Curriculum Status**.




- 52.

Curriculum Status	
Curriculum Title	
USDA Civil Rights 2007 Training	

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53. If you do **not** see a green check mark next to your curriculum, click the **USDA Civil Rights 2007 Training** link.

Curriculum Status
Curriculum Title
<a href="#">USDA Civil Rights 2007 Training</a>



54. In the Item Requirements section, look for green stars next to each of the curriculum items. Item with no green star are not complete. You can click the Launch content button from here to return to any item.

Item Requirements (3 Found)			
Title	Date Completed	Status	Action
▶ Civil Rights: Readme First	10/31/2007	★	Launch content
▶ Civil Rights: Reasonable Accommodation Training 2007	10/31/2007	★	Launch content
▶ Civil Rights: Recognizing and Preventing Reprisal 2007	10/31/2007	★	Launch content

55. You've now completed your USDA Civil Rights Training for 2007. Congratulations!

